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AUTHOR Hedley, Martha
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ABSTRACT

A survey of 50 secondary state officials and one district official with supervisory responsibility for business education was conducted to assess business-subject-related certification/endorsement practices. More specifically, the instrument was designed to determine the following: (1) the number of different types/titles of certification/endorsements issued for teaching business-related subjects; (2) the names/titles of each type of certificate/endorsement licensure for teachers of business-related subjects; (3) whether all states require all business-related teachers to have taken shorthand at the undergraduate level; and (4) grade levels at which business-related teachers are certified/endorsed/licensed to teach. Summary statistics derived from responses concerning 16 business-related subjects are provided for each question. Based on findings, it is recommended that: certifying units with only one type of certification should review their certification standards to meet the educational needs of the students and coincide with business curricula being taught; titles of endorsements should be stated to reflect the subjects that the business teacher can teach; certifying units should consider requiring undergraduate shorthand instruction only for those teachers who will instruct shorthand; and certifying units should consider entire grade range of kindergarten through grade 12/postsecondary, since an emphasis is being placed on elementary instruction in keyboarding and computer literacy. The survey instrument for state officials is appended. (TJH)

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Status/Trends of Certification/Endorsement/Licensure of Business-Related Teachers in the United States

by
Professor Martha Hedley
The University of Alabama at Birmingham
118 Education, Birmingham, AL 35294
(205) 934-4892

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Objectives

The secondary business-subject-related certification/endorsement licensure survey was conducted in the United States to determine the following four points:

1) the number of different types/titles of certificates/endorsements issued for teaching business-related subjects.

2) the names/titles of each type certificate/endorsement licensure for teachers of business-related subjects.

3) if all states required all business-related teachers to have taken shorthand at the undergraduate level.

4) at what grade levels are the business-related teachers certified/endorsed/licensed to teach.

Research Procedures

The attached researcher-developed four-question instrument, a cover letter and stamped, addressed return envelope were sent to the fifty secondary state officials and the one district official with supervisory responsibility for business education as listed by James Wykle, November 1987, for the U.S. Department of Education, Office of Vocational and Adult Education, Division of Vocational Education, Washington, D.C. 20202. The mailed response rate was 66.66 percent. Each of the 17 nonrespondents was telephoned to obtain replies to the questions by phone for the 100 percent response used to write the report. In contacting some of the nonrespondents, the researcher was forwarded to the unit's certification department for the replies.

Findings

In relationship to the sixteen business-related subjects listed by the researcher--typewriting, keyboarding, computer literacy, business law, office machines, information processing, business math, general business, accounting, consumer economics, office procedures, business English, business communications, shorthand, computer programming and marketing and distribution--the findings were as follows:

1. Number of different types/titles certificates/endorsements

Number	Percent
0	0.000
1	15.686
2	21.568
3	25.490
4	9.803
5+	27.450
	99.997

2. Check title (totals more than 100% since some had more than one.)

Title	Percent
Bus. Off. Educ./ Bus. Sub./ Comprehensive/ Bus. Educ./ Bus./ Secondary Bus. Educ./ Standard	62.745
Data Proc./Info. Proc./Electronic DP	37.254
Secretarial Bus. Sub./ Off. Practice/ Off. Educ./ Bus. Educ. with Shorthand/ General Off. Educ./ Teacher Secretarial Studies/ Stenography/ Sec. Sci.	62.745
Vocational Bus. Sub./ Voc. Off. Educ./ Voc. Bus./ Voc. Bus. Educ.	31.372
Economics/Consumer Econ.	19.607
Computer Sci./Comp. Prog.	3.921
Computer Literacy	5.882
Distributive Educ./Marketing Educ./Voc. DE/ Marketing	47.058

Others (mentioned at least once)

Co-Operative Educ./ Occ. Bus. Educ./ Occ. Off. Educ.	11.764

Accounting
Management Trainee
General Business
Business Management
Basic Business
Simulation Occ. Teacher
Business Principles

Certificates Mentioned
Standard
Basic
Provisional
Advanced Professional
Secondary

3. Require Undergraduate Shorthand of All Business Teachers

Yes 7.843% No 92.156%

4. Levels Certified to Teach (totals more than 100%)

Levels	Percent
K-12	5.882
1-12	0.000
7-12	66.666
3-12	0.000
7-14	1.960
8-12	3.921
5-12	9.803
K-9	1.960
5-8	1.960
9-12	11.764
K-Post Secondary	1.960

Conclusions

The researcher drew the following conclusions:

1. An overwhelming majority of those surveyed issued from two to five or more endorsements covering the 16 researcher-listed subject areas.
2. The most frequently reported titles of endorsements were:
   A) Business Subjects (closely related)
   B) Secretarial Business Subjects (closely related)
3. Distributive education and economics are usually separate endorsements.
4. The words endorsement and certification are interpreted differently by most certifying units.
5. Over 90 percent of the certifying units do not require undergraduate shorthand instruction of all business teachers.
6. The most frequently indicated grade levels which the business teachers were certified to teach were 7 through 12.

Recommendations

The researcher makes the following recommendations:

1. Those certifying units with only one type of certification for business subjects need to review their certification standards to be sure that business teacher certification is meeting the educational needs of the students being served and parallels the business curricula being taught.
2. Titles of endorsements should be stated to reflect the subjects the business teacher can teach.
3. Certifying units should consider requiring undergraduate shorthand instruction of only those teachers instructing shorthand.
4. Certifying units should consider grade ranges of K-12/Post Secondary for the business teachers to teach since an emphasis is being placed on elementary grade instruction in keyboarding and computer literacy.

QUESTIONNAIRE

STATE CERTIFICATION/ENDORSEMENT TO TEACH BUSINESS SUBJECTS

I am conducting a survey to determine the grade levels and types of teacher certification/endorsement your state currently has for teachers of business subjects--typewriting, keyboarding, computer literacy, business law, office machines, information processing, business math, general business, accounting, consumer economics, office procedures, business English, business communications, shorthand, computer programming, marketing and distribution. Please answer the following questions with regard to the business subjects listed above.

1. Please check the number of different types/titles certificates/endorsements your state issues for teachers of these business subjects:

   (A) 0 0 (B) 1 8 (C) 2 11 (D) 3 13 (E) 4 5 (F) 5+ 14

2. Please check the name/title of each type of each endorsement/certificate your state issues for teachers of these business subjects:

   (A) Business Subjects 32 (B) Data Processing 19

   (C) Secretarial Business Subjects 32 (D) Vocational Business Subjects 16

   (E) Economics 10 (F) Computer Science 2 (G) Computer Literacy 3

   (H) Distributive Education 24

   (I) Other, please specify name 20

3. Does your state require all teachers of business subjects to have had shorthand instruction at the undergraduate level?

   (A) Yes 4 (B) No 47

4. Please check the grade levels at which business teachers are certified/endorsed in your state.

   (A) K-12 3

   (B) 1-12 0

   (C) 7-12 34

   (D) 3-12 0

   (E) Please specify other grade levels 19

Please return by February 21, 1988, this completed survey in the enclosed, self-addressed, stamped envelope to:

Dr. Martha Hedley, Professor
University of Alabama at Birmingham
118 Education Building
Birmingham, AL 35294